

| <b>Request for Records Disposition Authority</b><br><small>(See Instructions on reverse)</small>  |  | <b>Leave Blank (NARA Use Only)</b>   |                                      |
|---|--|--|--------------------------------------|
| To <b>National Archives and Records Administration (NIR)</b><br><b>Washington, DC 20408</b>   |  | Job Number<br><b>N1-082-12-1</b>   |                                      |
| 1 From (Agency or establishment)<br><b>Board of Governors of the Federal Reserve System</b>   |  | Date Received<br><b>11/9/12</b>  |                                      |
| 2 Major Subdivision<br><b>Office of the Secretary</b>   |  | <b>Notification to Agency</b><br>In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |                                      |
| 3 Minor Subdivision   |  |  |                                      |
| 4 Name of Person with whom to confer<br><b>Julia W Schaeffer</b>  | 5 Telephone (include area code)<br><b>202-452-3277</b>   | Date<br><b>31 Dec 2012</b>   |                                      |
|   |  | Archivist of the United States<br><i>[Signature]</i>   |                                      |
| <b>6 Agency Certification</b><br>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>  1  </u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies<br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested |  |  |                                      |
| Signature of Agency Representative<br><i>Michael J. Lewandowski</i>   |  | Title<br><b>Assistant Secretary of the Board</b>   | Date (mm/dd/yyyy)<br><b>12/20/11</b> |
| 7 Item Number   | 8 Description of Item and Proposed Disposition   | 9 GRS or Superseded Job Citation   | 10 Action taken (NARA Use Only)      |
|   | This schedule covers records of the Training Bureau of the Law Enforcement Enforcement Unit at the Board of Governors of the Federal Reserve System (Board) It applies to all formats and media in which records are created and maintained at the Board, including paper, microfilm, and electronic |  |                                      |

**Board of Governors of the Federal Reserve System**

**Law Enforcement Unit (LEU)**

**Training Bureau Records**

The Training Bureau (Bureau) of the Board of Governors of the Federal Reserve System's Law Enforcement Unit (LEU) is responsible for delivering and administering LEU's basic, in-service and advanced training programs for all members of the LEU. The Bureau also issues internal training bulletins, and, when required, administers job knowledge, physical fitness, and facility vulnerability tests. It also arranges for the participation of LEU members in advanced off-site training and other professional development opportunities. The Bureau has the responsibility for maintaining all equipment and documentation related to the training events. This documentation is comprised of individual officer training files, course curricula, test and qualifications results and other evidence related to the completion of agency assigned training.

**1. LEU Training Bureau Records**

- a Lesson plans, course schedules, critiques, student rosters, assessment results, and related documentation of the planning and delivery of Federal Reserve Law Enforcement Officers (FRLEO) training events. These events include basic, in-service and advanced training, weapons qualification training, and special training events, including physical fitness and facility vulnerability assessments.

Temporary Cut off at the end of each calendar year Transfer to storage two years after cut off Destroy 30 years after cut off

- b Records documenting an individual FRLEO's education, training, and professional development. This includes completed tests and exercises and certifications.

Temporary Cut off at the end of each calendar year Transfer to storage two years after cut off Destroy 7 years after the individual has separated from the Board

**2. Records used to inventory and track firearms and ammunition assigned to the Bureau**

Temporary Cut off at the end of each calendar year Transfer to storage two years after cut off Destroy 30 years after cut off